

**COUNTY OF LOUDOUN
FIRE-RESCUE COMMISSION
16600 Courage Court
Leesburg, Virginia 20175
(703) 777-0333**

Commission Meeting
31 August 2004
1900 hours
Classroom #2 Training Annex

I. Call To Order: 7:00 p.m.

Commissioner I. Buchanan	Excused	Supervisor Clem	Absent
Commissioner M. Buchanan	Present	LCFR Chief Dawley	Present
Commissioner Ayres	Present	Medical Director Sabella	Absent
Commissioner Love	Present	EMS Chair Leo Kelly	Absent
Commissioner Muller	Present	Fire Chair Cunningham	Absent
Commissioner Rambo	Present	Commission Aide A. Hackney	Present

- II. **OTHERS:** DC Pat Brandenburg (LCFR), DC Keith Brower (LCFR), DC Jay Brown (LCFR), DC Mary Maguire (LCFR), Assistant Chief Matt Partlow (LCFR), Mr. Jay Snyder (LC General Services), Mr. Joe Habib (Co.6), Mr. Dan Csizmar (LC Management and Financial Services), Mr. Alfred Willis (Co. 13), Mr Gary Deck (Co. 4), Mr. John Pumphrey (LC Department of Information Technology), President Mike Kalasanckas (Co. 9/19), Mr. Joe Neiberger (LCFR), Chief Steve Johnson (Co.6), Mrs. Maria Figueroa (LCFR Planner), and President PJ Azzolina (Co. 15/25).

III. SPECIAL PRESENTATIONS

Commissioner Rambo recognized former Commission Joe Habib of Ashburn for his service to the County's fire and rescue system and presented him with a plaque expressing the County's appreciation for his service on the Commission.

Commissioner Rambo recognized Deputy Chief Jeff Flippo for his outstanding leadership and contributions to the Loudoun County's fire and rescue system. Chief Flippo is retiring from the County on 31 August.

Commissioner Rambo welcomed Commissioner David Ayres of Ashburn to the Fire and Rescue Commission. The Board of Supervisors appointed Commissioner Ayers to the Commission for a two-year term.

IV. ELECTION OF COMMISSION CHAIRMAN AND VICE CHAIRMAN

Commissioner Rambo opened nominations for Fire-Rescue Commission Chairman and Vice Chairman.

Election of Commission Chairman:

Commissioner Love nominated Commissioner Rambo for Chairman of the Fire and Rescue Commission for the 2004-2005 term.

A motion was made by Commissioner Love and seconded by Commissioner Ayers to close nominations for Fire-Rescue Commission Chairman.

The motion was adopted (6-0-0-0) (Commissioner I. Buchanan excused)

A motion was made by Commissioner Love and seconded by Commissioner Muller to elect Commissioner Rambo as Chairman of the Fire-Rescue Commission.

The motion was adopted (6-0-0-0) (Commissioner I. Buchanan excused)

Election of Commission Vice Chairman:

Commissioner Rambo nominated Commissioner M. Buchanan for Vice Chairman of the Fire and Rescue Commission for the 2004-2005 term.

A motion was made by Commissioner Rambo and seconded by Commissioner Ayers to close nominations for Fire-Rescue Commission Vice Chairman.

The motion was adopted (6-0-0-0) (Commissioner I. Buchanan excused)

A motion was made by Commissioner Rambo and seconded by Commissioner Love to elect Commissioner M. Buchanan as Vice Chairman of the Fire-Rescue Commission.

The motion was adopted (6-0-0-0) (Commissioner I. Buchanan excused)

V. PUBLIC COMMENTS

Mr. Gary Deck, member of Round Hill Fire and Rescue's Board of Directors discussed his concerns from a recent house fire in Bluemont that resulted in a major loss of property and displacement of the homeowners. Mr. Deck advised that a critique of the practices and procedures used that day would provide a constructive review that County staff and volunteers could learn from. Deputy Chief Brandenburg advised that he reviewed some lessons learned with the companies involved, but the Department does not normally organize incident critiques. Chief Brandenburg stated that he would organize a critique if requested and Acting Chief Dawley stated he would contact Round Hill. Commissioner M. Buchanan asked whether there is a procedure for reporting significant incidents and Chief Brandenburg replied one is being drafted.

VI. COMMISSIONER COMMENTS None.

IV. DEPARTMENT REPORT

1. Department of Fire and Rescue Services – H. Dawley None.

2. Operations / Training – P. Brandenburg

- DC Brandenburg reported that Battalion Chief Parker has successfully worked with the READI Institute to schedule evening classes for volunteer fire and rescue staff.
- Chief Brandenburg advised that the Training Center Staff hopes to have a draft Dress and Behavior Code guideline for the Commission to review by the next meeting.
- Chief Brandenburg noted that the Council of Governments (COG) has ordered an extra set of turn out gear and Weapons of Mass Destruction (WMD) Quick Response gear for every provider in the County.

3. Fire Marshal – K. Brower

- Chief Brower announced that 1 September is his first day as the County's Fire Marshal and that he plans to meet with each company to discuss training topics related to the Fire Marshal's office.
- Chief Brower advised that Mr. Jay Snyder of General Services has been attempting to locate candidate sites for replacement of Loudoun's detonation range. A potential site in Jefferson County, WV, was located, but was abandoned due to liability concerns. He stated that due to the lack of a local disposal site, the Department would consider a total containment vehicle with an estimated cost of \$325 K.

4. Communications – M. Partlow

- Chief Partlow advised that he attended the COG Communications Committee meeting and that the region now has 500 reserve radios. About 250 of the radios are stored in Montgomery County and the remainder is stored in Fairfax County. He stated that the radios are available in the event of a crisis or large event that would require the additional support. He stated that if an Incident Commander needs radios, they should be requested from the ECC who will make the request to Fairfax County.

5. Planning / Administration – M. Maguire

- Acting Deputy Chief Maguire provided the Commission with a draft guideline for the release of information for initial review and give feedback. She noted that Department staff has reviewed the draft and has prepared the guideline to assist companies and staff manage the release of information regarding fire and rescue incidents.

6. Training – C. Parker None

V. COUNCIL REPORTS:

- 1. EMS COUNCIL – L. Kelly**
- 2. FIRE COUNCIL – J. Cunningham**

VI. MEDICAL DIRECTOR REPORT – Dr. D. Sabella / Dr. J. Morgan

1. Status of Revision of EMS Dispatch Protocols

Deputy Chief Jay Brown advised that the EMS Council has approved the revision of the EMS Dispatch Protocols.

VII. DISCUSSION TOPICS:

1. Station Rehabilitation Study Status and Discussion – Mr. Jay Snyder, Department of General Services

Commissioner Rambo welcomed Mr. Jay Snyder, Director of Department of General Services.

Mr. Snyder advised that the station rehabilitation study was delivered to participating volunteer fire and rescue company at the end of June and that many stations have not yet replied. He requested that the Commission correspond with all companies and ask them to send study responses to the consultants by 15 September so that the final reports can be provided to General Services by mid-October. Receipt of the final reports in October is required in order to develop the appropriate budget for FY06.

Commissioner Rambo questioned whether General Services was aware of consistent complaints that issues raised by volunteer companies were omitted from the reports. Mr. Snyder replied that he would like these issues to be raised during the review so that they can be included in the final report. Commissioner Muller stated that it seems there is a misunderstanding about the purpose of the study among some companies. He advised that he does not believe that the study has adequately addressed many of the true decisions facing the volunteer stations, including whether to renovate their current station or move to a different location. Mr. Snyder said that he will work with Chief Dawley to discuss any issues raised by the companies and that discussions with Heery can be scheduled if desired. Commissioner Rambo noted that if additional comments are not received by 15 September, volunteer companies might not be able to access this source of funding for station renovation projects.

2. FY05 Staffing Priorities (Action) – P. Brandenburg

Commissioner Rambo reviewed recommendations of the Department regarding allocation of career staff from the current and next recruit training class. He noted that the current class is down to 16 recruits. The Lucketts EMS unit (5 personnel) and staffing for one engine at Neersville (8 personnel) have been recommended as the highest staffing priorities. Discussion followed with the suggestion to delay staffing the Neersville station until station renovations have been completed. Commissioner Muller requested an update on Neersville improvements and asked if resolution of the issues can occur before placing career staff there in January. Chief Maguire stated that Neersville has requested a contractor to assess immediate renovation needs as well as review issues raised by Heery and the Department. Chief Brandenburg stated that he met with Neersville to discuss the items requiring immediately resolution and will continue to address the issues with Neersville. He advised the primary problems with the station currently include extermination needs, mold and mildew problems, and utility systems. He stated that Neersville has started to address the issues. Chief Brandenburg concluded by recommending that the Commission continue to plan for staffing for Neersville from the current recruit class and if renovations have not been completed, reallocate staffing to Purcellville Fire.

Commissioner Rambo noted the next recruit class scheduled to begin in January would have 21-26 recruits that will be used to staff Purcellville Fire and Truck 1/Squad. Several attrition and promotion vacancies will also be addressed from the class. With consent, Commissioner Rambo moved the Department's

recommendations to the action item agenda.

2. FRG Administration 7.2, Capital Facilities Intensity Factors (Action) – D. Rambo

Commissioner Rambo advised that the FRG was adopted last month was presented to the Board's committee addressing capital intensity factors. During the past month, a recommendation was prepared for commercial intensity factors. Commissioner Rambo and Chief Dawley have reviewed the residential and commercial factors with the committee.

Commissioner Rambo noted that the committee is preparing a final recommendation for consideration by the Board and that he would like the Commission to consider the modified FRG prior to final action. With consent, this item was placed on the action item agenda.

3. FRG Operations 2.0.1, System Command Structure (Action) – D. Rambo / H. Dawley

Commissioner Rambo advised that he has prepared a draft guideline capturing the Board of Supervisors endorsed incident command structure. Commissioner Rambo requested that the Fire and EMS Councils and the Department review the draft and provide comments for consideration at the Commission meeting in September.

4. FRG Administration 7.3, Capital Facilities Development Plan (Discussion) – D. Rambo / M. Maguire

Commissioner Rambo advised that a draft guideline has been prepared to define the management process for capital facilities projects involving volunteer companies and the County. The FRG defines the structure for CIP development by creating project teams of the Chiefs, the Presidents, the Department's Project Managers, and representatives from General Services and other County Departments. He noted that the team would meet to review and approve critical project milestones. Mr. Snyder stated that a capital projects group is being established within General Services to address capital projects and a separate group is addressing land acquisition strategies. Mr. Snyder requested an opportunity to review the draft and discuss several concerns with the Commission prior to final adoption.

5. FRG Administration 3.4.4, Volunteer Fire and Rescue Retirement Points (Action) – A. Love

Commissioner Rambo advised that the draft FRG has been revised to incorporate the recommendations of the Retention and Recruitment Committee that Commissioner Love provided at the June Commission Meeting. He noted that the changes, if adopted, should be effective with the FY06 point year. Commissioner Love stated that she has received comments from EMS Chair Leo Kelley and Volunteer Coordinator Frankie Rust discussing timing issues for receiving final point submissions. Commissioner Love added that the Committee should continue to review the comments prior to final actions. Commissioner Rambo advised that he believes that this FRG needs to be adopted no later than the Commission's October meeting so that guidelines are in place prior to the start of the new point year on 1 November.

6. FRG Administration 1.1.4, EMS Advisory Council And FRG Administration

1.1.5, Fire Advisory Council (Discussion) – L. Kelly / D. Rambo

Commissioner Rambo advised that he has prepared draft guidelines to capture the current roles and responsibilities of the EMS and Fire Councils in the system. He advised that the draft was provided to the Council Chairmen for review and comment. EMS Chairman Kelly advised prior to the Commission meeting that the EMS Council would like to continue their review with their Executive Committee prior to any Commission action.

7. FRG Administration 1.2, Establishment of System Guidelines, Revision (Action) – D. Rambo

Commissioner Rambo advised that he has prepared a revision to this guideline to accomplish two goals. The first goal is to incorporate the decisions of the Operational Medical Director into the system hierarchy and second, to eliminate Fire and Rescue Policies and incorporate current policies into the FRG structure. Following discussion, the proposal was moved to the action item agenda by consent.

8. FRG Operations 1.2.7, Traffic Pre-emption Systems (Discussion) – D. Rambo / M. Maguire

Commissioner Rambo provided the Commission with a recommendation to revise the current system guideline regarding traffic pre-emption. The revisions include identification of the Opticom pre-emption system as the Loudoun County standard and propose a revised priority for introduction of pre-emption systems into existing intersections.

LCFR Planner Maria Figueroa stated that she is expecting a listing of intersections within the Town of Leesburg with pre-emption capabilities and added that Opticom would be the most appropriate standard for our system. Chief Dawley noted that equipping fire and rescue vehicles with the system would require about two-years after funding is approved. Chief Brandenburg recommended that the Sheriff's Office and State Police maintain a listing of the most dangerous intersections in the County and that those locations may be important candidates to consider for pre-emption. Commissioner Rambo requested Mrs. Figueroa to contact the Sheriff's Office for this information and advised that he would like to return to this discussion at the 28 September Commission meeting. Commissioner Love advised that the Town of Middleburg made arrangements with VDOT for signal pre-emption in the Town and requested Mrs. Figueroa assistance to update the status. Commissioner Rambo also suggested that Mrs. Figueroa meet with the Transportation Safety Committee on this subject and was advised that she participates on the Committee.

9. FRG Administration 3.5.1, Volunteer and Career Background Investigations (Action) – D. Rambo

Commissioner Rambo advised this FRG has circulated for review and comment over the last several months and that he received an additional comment last evening with suggestions to make the guideline's language more clear and concise. He requested that the Commission close the opportunity to make comments and use the last submissions to develop the final draft for discussion at the September Commission. The Commission consented to closing the comment period effective 31 August.

10. FRG Operations 1.3, Establishment of Career Operational Services (Action) –

D. Rambo / H. Dawley

Commissioner Rambo provided the Commission with a draft guideline capturing the career services established by the Commission and funded by the Board of Supervisors. The proposal provides the Department with emergency authority to reallocate career staff for a period prior to seeking formal Commission and/or Board of Supervisors approval. The draft also requires Commission approval for the establishment of new services.

Chief Dawley suggested that the wording in paragraph 2 page 3 be changed to read: "This guideline authorizes the Department... to relocate career operational services for a period of not more than 60 days," instead of 45 due to the Commission's meetings schedule. With consent, the revision was made and the guideline was placed on the action item agenda for consideration.

11. FRG Admin 3.6, Fire and Rescue Awards (Discussion) – D. Rambo

Commissioner Rambo noted that the Commission agreed to sponsor of the Fire and Rescue Hall of Fame Awards last year and that a draft guideline is in preparation outlining eligibility and the selection process. He also noted his continuing concern that the current Chamber of Commerce aware program occurs every two years instead of annually. He added that he would like the Commission to begin consideration of a formal system awards program that should include recognition for citizens who assist fire and rescue. Chief Partlow advised that two years is a long time to have to remember all the outstanding acts that everyone has accomplished and Chief Jay Brown suggested that the Commission establish a method for recognition using resolutions similar to those used by the Board of Supervisors.

12. Board of Supervisors Actions (Status) – H. Dawley

a. Purcellville Safety Center

Chief Maguire advised that the Safety Center project has identified two candidate sites and is conducting appraisals and environmental studies for each site. She advised that a meeting would be scheduled with Purcellville Fire and Purcellville Rescue to begin working level discussions regarding the project. The current project manager is Mr. Snyder.

13. Capital Facilities Programs and Issues (Status) – M. Maguire

Chief Maguire advised that a summary of CIP project timeline was in the packet for review and that it will be available each quarter. Changes will be posted to the County's fire and rescue site.

a. Dulles 28/7 Property Acquisition

Chief Maguire stated that the Department toured available sites in the Dulles 28/7 corridor and that there may be three active re-zoning/special exception applications which could be considered for a fire and rescue proffer site. She advised that an update would be given at the next meeting.

b. South Riding Fire and Rescue Station Construction Schedule

Chief Maguire advised that the Toll Brothers and the County Administrator's

Office are meeting weekly to develop a mutually agreeable plan before land dedication can be completed. A public hearing is scheduled for 12 October 2004 to approve the eventual transfer of the Defender Drive site back to Toll Brothers and conveyance of Section F to the County for the construction of the permanent station. The County received the second submission of the dedication plat on 26 August 26. A site plan amendment application (SPAM) is needed after the involved parties reach an agreement. The SPAM process can take up to two months, but is expected to take less time because most of the issues will be resolved before submission. With all the necessary approvals, the County plans to release the IFB this fall. The start of construction is scheduled for spring 2005.

c. Dedication of Temporary Moorfield Fire and Rescue Station

Chief Maguire advised that Ashburn Volunteer Fire and Rescue Company is planning a ribbon cutting ceremony for 19 September 2004 for the Temporary Moorfield Fire and Rescue Station. Minor issues that have developed during the opening weeks have been resolved. Outstanding issues include the installation of fire extinguishers, smoke detectors, and floor mats/runners for the entrance and hallway. There is an ongoing effort to resolve the development of condensation on the drop stacks from the rooftop air conditioners. The condensation has caused short circuits causing air conditioning outages.

Commissioner Ayers stated that Ashburn would like to proceed with a real estate sub-lease agreement rather than a co-occupancy agreement. Chief Maguire advised that under the current lease, the County is unable sub-lease. Mr. Snyder advised that he would work with the Department to address the concern and that he would review the issue with the County Attorney's Office.

d. Training Center Annex Construction Schedule

Chief Maguire advised that final construction document comments have been forwarded to Dewberry and Davis. A meeting with General Services is scheduled to review the timing of IFB and construction timelines. Mr. Snyder stated that the Training Center's design is at 100% and that the second site plan was submitted to Building and Development in mid-August. The submission includes plans for the water line extension. He stated that he is hopeful to have a contract awarded by December with construction starting March or April and completion within 14-15 months.

Commissioner Rambo asked how cost growth on the project would be addressed with the Board. Mr. Snyder advised that General Services and the Department will address any cost issues with the Board once the bidding process is complete in order to give them the exact amount needed over the initial funding. He advised that the Board would usually take any additional funding from the local tax revenues instead of using bond funding. Mr. Snyder also stated that the construction contract cannot be awarded until all funding is authorized.

e. Appointment of Volunteer Representative to Training Center Project

Commissioner Rambo suggested that one or two volunteers be included in

the proposal evaluation and construction phases of the training center project. Commissioner Muller suggested that volunteer instructors be considered to work with the project and perhaps we should contact the training center staff to help with the selection. Mr. Snyder stated that this would be a good idea and that this kind of “owner participation” is encouraged. Chief Dawley stated that individuals would be identified and forwarded to the Commission for consideration.

f. Rural Water Supply Installations

LCFR Planner Maria Figueroa advised that she continues to address several installation issues with the three rural water supply installations completed during the summer. She also advised that General Services is hiring a contractor to install three dry hydrants and signs for existing facilities lacking proper signs.

Mrs. Figueroa stated that the rural water supply priority list that was established over three years ago and that the system should begin to review priorities for future installations. Commissioner Rambo asked if the Fire Council could request the participants in the original study to assist with the review. He also asked Mrs. Figueroa for the typical cost of an installation and she agreed to provide the information. Commissioner Rambo said that he would like to establish baseline funding for inclusion in the annual fire and rescue budget to address rural water supply needs.

14. Information Technology Capital Programs Initiatives (Discussion) – F. Muller

Commissioner Muller stated that the Information Technology Committee has started to meet to develop a plan that analyzes business needs and objectives. He noted that the plan must clearly identify:

- 1- A clear idea of who are the stakeholders.
- 2- A clear business plan.
- 3- A clear and precise business process.
- 4- Assess and analyze gaps in the tools and technology process.
- 5- Create a solutions design for the budget process.

Mr. John Pumphrey of the Department of Information Technology (DIT) said that a timeline is necessary for address CIP funding needs. He added that DIT has tried to obtain a constant level of funding every year, but that they have been unsuccessful. He stated that the Communications Fund and the Cellular Phone Fund have been reserved for all public safety projects. He added that the Emergency Communications Center needs are placing considerable demands on the funds, but that additional funding source for information technology initiatives can be established if there is a well-developed plan.

Commissioner Rambo stated that upcoming technology needs should be discussed for the upcoming budget process. Chief Partlow added that the committee currently meets every Thursday to discuss the issues.

Mr. Pumphrey advised that there are already demands on the FY06 budget that could limit the availability of funding. He noted that the 911 switch requires replacement and that a replacement recording system is needed.

15. Distribution of FY05 Proffer Replacement Funding (Discussion) – M. Maguire

Chief Maguire advised that she has provided the Commission a copy of the initial proffer replacement funding allocations from 2002 for review. Commissioner Rambo requested that Sterling Fire review their financial records for the period prior to 2002 in order to determine whether the funding was properly allocated.

16. EMS Dispatching Concerns (Discussion) – F. Muller

Commissioner Muller and Commissioner Rambo noted that they have received several expressions of concern regarding dispatching for ALS emergencies. The Commission deferred discussion on this topic due to time limitations.

17. Assessment of Initial Operations with NOVA Manuals (Discussion) – P. Brandenburg / J. Cunningham / L. Kelly

Commissioner M. Buchanan stated that the Fire Council is meeting again this month to discuss concerns regarding the NOVA Manuals. Commissioner Rambo asked if the suggestions and comments given at the workgroup could be forwarded to the Commission. Commissioner Rambo also requested comments from the EMS Council and the Department.

18. Three-Year Service Outlook (Status) – D. Rambo / H. Dawley

Commissioner Rambo advised that he has been working with Department staff and Chief Dawley to revise and narrow the service outlook for presentation to the Public Safety Committee. A revised draft will be available by the next Commission meeting.

19. Frederick County (MD) Mutual Aid Agreement (Status) – P. Brandenburg / J. Brown

Chief Jay Brown advised that he has received an update from County Attorney Missy Spring regarding her review of the draft agreement, but no feedback has been received from MIEMS. The draft agreement is ready for the Department and Frederick County's review. Commissioner Rambo asked for the Department to provide a copy of the draft to the Commission for review.

20. Bloodborne Pathogen Guideline (Status) – J. Brown

Chief Jay Brown advised that a draft guideline is in the final stages of preparation for submission to the Commission for consideration.

21. Fire Apparatus Definitions (Status) – J. Cunningham / M. Buchanan

Chief Brandenburg advised that the Fire Council has prepared draft standards for review. Commissioner Rambo requested that the draft be provided for distribution and consideration.

22. Squad Truck Guidelines (Status) – L. Kelly

Chief Jay Brown advised that the draft guidelines remain on scheduled for discussion with the Commission in September.

23. Lost/Damaged Vehicles and Equipment Responsibilities (Discussion) – D. Rambo

Commissioner Rambo advised that the Department has been requested to replace or repair equipment damaged by career staff operating in volunteer stations. Commissioner Rambo noted that these repairs have not been addressed in our fire and rescue budgets and suggested that the Commission consider whether these reimbursements are appropriate. Commissioner Ayers advised that Ashburn is meeting with their insurance provider to discuss this issue and will report back to the Commission with their findings.

24. SCBA/N95 Fit Testing Schedule – H. Dawley

Commissioner Rambo stated that the final schedule for all volunteer stations has been distributed. He added that during January, testing would begin to follow the schedule adopted during previous years.

25. Fire and Rescue Hardship Grants – D. Rambo

Chief Maguire advised that Lucketts Fire continues to have issues with their septic system. She added that the two new 1500-gallon tanks continue to be dumped and that funding was depleted in July. Several options need to be discussed since Lucketts is paying about \$200 per week to continue the pumping schedule. Chief Maguire stated that an offer from the School Board to connect their system into the Lucketts Elementary sewer system is being considered by Lucketts, but the cost may be as high as \$20-\$25K. She advised that Lucketts would need financial assistance for the connection.

Commissioner Rambo mentioned that Lucketts should be eligible to request use of proffer funding that dedicated for hardship grants. Chief Maguire advised that Lucketts is attempting to resolve the problem without County assistance, but that the pumping schedule may need to continue for at least 3-6 months even if the system is connected to the school. Mr. Snyder stated that he would start the process by talking to the County Attorney's office and the school system's engineer to determine the true costs involved.

26. Arcola Request for Immediate Career Staffing Support – H. Dawley

Commissioner Rambo advised that he received a letter from Arcola Fire and Rescue requesting immediate career staff support to increase coverage from 5/12 staffing to 7/12 staffing. President Mike Kalasanckas added that they need both engine and ambulance staff support to make full duty crews. He said that many volunteer members have left due to the strain that the weekend time commitments. He also advised the Commission that the Company is doing everything they can to advertise and recruit new volunteers through local media.

Discussion followed on the ability to move or share staff from South Riding and Chief Dawley added that the Department has considered this approach, but due to staff attrition, the Department could not accommodate the request. He added that unless personnel could be re-allocated from the pending graduation of the recruit class, he did not see how this request could be addressed outside of the budget process.

Chief Dawley noted that one additional position was required to address Arcola's request. Commissioner Rambo asked that the Department to look into the possibility

of re-allocating one person from the training center or other non-operational duties. Chief Dawley advised that staff would assess this request over the next month and discuss the issue with the Training Division.

27. Tentative Workshop (Discussion) – D. Rambo

Commissioner Rambo advised that he would like the Commission to consider periodic workshops to address the growing list of issues requiring attention. Commissioner Muller suggested doing subject matter workshops as necessary, with a quarterly meeting workshop. Commissioner Rambo stated that he would provide a proposal to the Commission at the September meeting.

28. Senior Leadership Seminar (Discussion) – D. Rambo

Commissioner Rambo noted that the biannual Senior Leadership Seminar is due in November. Chief Jay Brown suggested that the meeting be postponed until after the new system leadership has been elected. Chief Partlow advised that it would be better to have the meeting after the New Year to introduce any new system leadership to the e-mail agreements and policies. Commissioner Rambo suggested that he begin to develop a draft Commission calendar for the upcoming year.

VIII. ACTION ITEMS:

1. Consideration of Minutes from 29 June 2004 Commission Meeting

A motion was made by Commissioner Love and seconded by Commissioner Muller to approve the 29 June Commission Minutes.

*The motion was adopted (6-0-0-0)
(Commissioner I. Buchanan excused)*

2. Consideration of FY05 Staffing Priorities

A motion was made by Commissioner Rambo and seconded by Commissioner Ayers to establish the staffing priorities from Recruit Class # 11 as the Lucketts EMS position and Neersville engine staffing and Recruit Class # 12 as the Purcellville Fire positions and the Truck 1/Squad 13 staff sharing positions.

*The motion was adopted (6-0-0-0)
(Commissioner I. Buchanan excused)*

3. Consideration of FRG Operations 1.3, Establishment of Career Operational Services

A motion was made by Commissioner Rambo and seconded by Commissioner Love to adopt FRG Operations 1.3 with amendments as noted in the Commission minutes.

*The motion was adopted (6-0-0-0)
(Commissioner I. Buchanan Excused)*

4. Consideration of FRG Administration 7.2, Capital Facilities Intensity Factors

A motion was made by Commissioner Love and seconded by Commissioner M. Buchanan to amend and adopt the latest revision of the FRG Administration 7.2.

*The motion was adopted (6-0-0-0)
(Commissioner I. Buchanan excused)*

5. Consideration of FRG Administration 1.2, Establishment of System Guidelines (Revision)

A motion was made by Commissioner M. Buchanan and seconded by Commissioner Love to revise FRG Administration 1.2 as amended.

*The motion was adopted (6-0-0-0)
(Commissioner I. Buchanan excused)*

6. Consideration on renewal of trial period for NOVA Manuals

A motion was made by Commissioner Rambo and seconded by Commissioner Ayers to extend the trial period of the NOVA Manuals to 30 September 2004.

*The motion was adopted (6-0-0-0)
(Commissioner I. Buchanan excused)*

7. Consideration of 90 trial period of NOVA Emergency Medical Dispatch Protocols

A motion was made by Commissioner Rambo and seconded by Commissioner Love to endorse a 90-day trial period of the EMS Council's Emergency Medical Dispatch (EMD) Protocols.

*The motion was adopted (6-0-0-0)
(Commissioner I. Buchanan excused)*

IX. ANNOUNCEMENTS

- Commissioner Rambo congratulated Joy Dotson on the \$9,000 grant that she secured from Allstate Insurance for the hazard house.
- Chief Partlow advised that the 27 September there would be a regional Emergency Operations Center drill.
- President PJ Azzolina of Sterling Rescue announced that AEDs were installed in all remaining county schools and that all high schools will now have two AED's.

X. EXECUTIVE SESSION

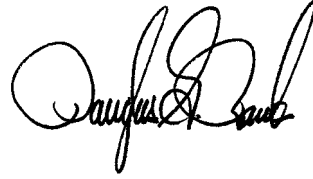
No Executive Session is planned

XI. ADJOURNMENT

A motion was made by Commissioner Muller and seconded by Commissioner M. Buchanan to adjourn the Commission meeting until the next scheduled date of 28 September 2004 at the Training Center.

*The motion was adopted (6-0-0-0)
(Commissioner I. Buchanan excused)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Douglas G. Rambo". The signature is stylized with large, flowing loops and a prominent initial "D".

Douglas G. Rambo, Chairman